

OGC Has Reviewed

DISPOSITION OF RECORDS

SECRET

1 December 1948

MEMORANDUM FOR THE FILES

SUBJECT: Disposal of Certain Working Files and
Reference Copies of Cables and Ciphers

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FROM: [REDACTED]

1. The question was raised by Mr. [REDACTED] in regard to the disposal of certain working files and reference copies of cables and ciphers. An application for the disposition of similar SSU records was made to Archives and approved by the House in 1946. Mr. [REDACTED] raised the question of whether this authorization was sufficient for CIG and present CIA records, or whether supplemental authority was required. He also asked whether microfilm would be acceptable as a permanent record copy of outgoing messages.

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2. I discussed the matter today with Mr. Edgar Campbell who is in charge of the War Records Division at Archives. Mr. Campbell informed me that there had been no clear decision regarding the need of supplemental authority to cover disposition of CIG and CIA records when the original authority was given to SSU. He stated that Archives would not object to disposition of CIA records under the previous SSU authority but indicated that there was a possibility that lack of authorization might be uncovered in the event of an inquiry. Mr. [REDACTED] was advised of this conversation, and, in conjunction with Mr. [REDACTED], he will present an application for the disposition of CIG and CIA records in conformance with the established procedure of filing an application which will then be presented to Congress for approval. Mr. Campbell will process the application in the meantime and have it ready for immediate submission to Congress when it convenes in January.

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3. Mr. Campbell indicated that a microfilm record was acceptable in lieu of paper, but he suggested that it might be advisable to hold an informal conference with the appropriate person in this Agency (probably Mr. [REDACTED]) prior to filming in order that the proper sequence and necessary order could be preserved for the use of the Archivist. If [REDACTED] determines it is necessary to submit these final record copies to Archives, he will confer with Mr. Campbell prior to filming.

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cc:

General - National Archives Regulations

Memorandum of Law - Destruction and Disposition of Records

Legal Decisions - Destruction and Disposition of Records

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